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Records Center

5 July 1957

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MEMORANDUM FOR :

SUBJECT : Progress Report For Month of June 1957

1. Attached is the Records Center monthly statistical report for the month of June 1957.

2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office/Transportation Division on two different occasions to transfer a total of 333 cubic feet of material. Also, the Records Center Couriers transported a total of 321 cubic feet of material from the Headquarters area. The 654 cubic feet of material accessioned is equivalent to the volume of more than 81, four drawer, legal size file cabinets, which have a replacement value of \$28,939.

The month of June has shown an increased activity in items received in Supplemental file. Total receipts on intelligence material has reached a "all-time" high for the fiscal year of 18,281 items. Included in this figure is 5,821 "returns" of which 4,105 items were received from USAF.

The Accessioning Branch has installed a space control file, Master Index for Space Allocations, to help control and locate space that has become vacant because of servicing. By using this file personnel will not have to make a physical check as to available space.

The Accessioning Branch rendered assistance to the ARO of Training in processing 111 cubic feet of records. After screening and inventorying this material 52 cubic feet were accessioned and 59 cubic feet were moved into the disposal area for destruction.

b. Reference

The Center furnished 3,240 items to requestors during the month. Of this number 727 items were for record documents on loan. This service averaged more than 36 items serviced per day.

During the month 210 cubic feet of [] material was inventoried and processed. The inventorying of this material amounted to a savings in space of 92 cubic feet.

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c. Disposal

The records from Logistics and Comptroller Office are still in the process of being identified with existing control schedules.

YEARLY SUMMARY:

Fiscal year 1957 was one of steady growth for the Records Center. As the fiscal year ended the total holdings of the Center amounted to 33,079 cubic feet as compared to 27,903 cubic feet in custody July 1, 1956. This volume is equivalent to that of more than 4134, four drawer, legal size, file cabinets, which have a replacement value of \$1,170,996. With the development and implementation of Records Control Schedules for all the offices in the DD/I and DD/S area, it can be anticipated that the Center will be filled to its capacity of 41,220 cubic feet before the end of fiscal year 1958.

During the year 640 accessioning jobs were handled and 7664 cubic feet of inactive records were accessioned. Also, there was 2,453 cubic feet of intelligence material or 150,898 items received for supplemental distribution.

The rise in the number of inquiries was even more notable. The Center received and serviced 94,067 request for documents and intelligence material in fiscal year 1957 this is 24 percent greater than the 75,626 request serviced in fiscal year 1956. As the holdings on intelligence material and records increase, it can be anticipated that the reference service will increase accordingly.

The Center's disposal program was in high gear again with the total disposition amounting to 4,935 cubic feet. A total of 3,263 cubic feet of supplemental material and 1,672 cubic feet of records were either destroyed or transferred. The high figure on the disposition of supplemental material can be contributed largely to the inventorying and establishing retention periods and stock levels. This figure should be considerably less in the coming year; however, the disposition on record material should be greater.

In order to accommodate the increasing quantities of records received in fiscal year 1957 and expected in 1958, larger quarters are required. With the construction of the addition to the Center scheduled to begin early in fiscal year 1958, the space problem, which has been at a critical stage for the past year, is finally resolved. It seems as if fiscal year 1958 might solve many of the problems which have existed - disposal and labor problems. Plans are now underway to procure and install a commuting machine to dispose of classified material and possibly laborers will be assigned to the Center sometime in the early part of the year.

Deputy Chief, Records Center

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY			MONTH
			JUNE 1957
I. ACCESSIONING, DISPOSITION, HOLDINGS <i>Does not include 917 cu ft vlg material</i>			
ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	40	40	
2. RECORDS ACCESSIONED	363	7,604	20,300
3. RECORDS DISPOSED OF AT CENTER	0	* 1,233	1,670
4. RECORDS TRANSFERRED FROM CENTER	34	* 1,123	3,902
5. RECORDS HOLDINGS	22,640		
6. DISTRIBUTION MATERIAL RECEIVED	281	2,453	17,742
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	145	2,103	4,200
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	20	2,070	3,007 + 6
9. DISTRIBUTION MATERIAL HOLDINGS	10,472		
10. TOTAL HOLDINGS	33,079		
II. REFERENCE SERVICES <i>20 3,069</i>			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	727	9,002	43,035
12. INFORMATIONAL REQUESTS	65	1,210	3,120
13. INFORMATION REPORTS	203	4,000	
14. INTELLIGENCE REPORTS	1,944	15,141	
15. ADMINISTRATIVE ISSUANCES	300	13,250	
16. TOTAL	3,240	35,603	
III. DISTRIBUTION MATERIALS RECEIVED <i>910 cu ft</i>			
MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	10,434	101,246	
B. RETURNS	9,021	35,143	
18. ADMINISTRATIVE ISSUANCES	1,970	14,400	
19. TOTAL	11,211	150,789	
IV. REPRODUCTION SERVICES			
PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	45	25,193	
21. PHOTOCOPY	27	1,751	
22. DITTO	20	1,431	
23. TOTAL	92	28,375	
V. SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
24. TOTAL CAPACITY	41,220		
25. UTILIZED	33,000		
26. COMMITTED	6,300		
27. AVAILABLE	3,037		

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** Should read 33,085 error 1 cu ft being 3023 cu. ft error 2/1/57*

notified by Center

RECORDS CENTER

RECORDS HOLDINGS AND DISPOSAL ACTIVITY FY 1957 (Cubic Feet)

Organizational Component	Total Volume of Records Holdings as of 30 June 1957	Records Accessed FY 1957	Records Destroyed FY 1957	Records Returned to Originating Office FY 1957
DCI	23	1	--	--
DD/S Area Summary	7,752	1,939	129	14
DD/S Office	30	9	2	--
General Counsel	17	16	--	--
General Service	40	1	3	--
Audit Staff	13	5	--	--
Management Staff	105	28	11	4
Medical Staff	249	63	8	--
Communications	31	8	--	3
Comptroller	4,093	932	--	--
Logistics	2,301	360	27	1
Personnel	515	201	63	4
Security	90	34	--	--
Training	268	164	15	2
DD/I Area Summary	8,184	3,031	414	157
DD/I Office	4	--	--	--
OCR	6,190	2,368	12	38
ORR	652	207	95	26
ONE	39	14	--	--
OCI	112	53	--	--
OIC	1	0	1	--
OSI	178	115	33	12
OO	858	259	273	81
OBI	150	15	--	--
DD/P Area Summary	6,689	2,043	--	958
TOTAL VOLUME	22,648	7,564	543	1,129

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SUPPLEMENTAL DISTRIBUTION HOLDINGS AS OF 30 JUNE 1957

<u>Organizational Component</u>	<u>Cubic Feet of Records</u>
OBI	8,271
OCR	396
ONE	35
ORR	171
OSI	171
OTR	5
OO/FDD	830
OO/FBID	106
RECORDS CENTER	286
RCS	100
Reproduction Masters for all Components	60
TOTAL:	10,431

The following is an explanation of the disposal activities on Supplemental Distribution material:

	<u>Cubic Feet</u>
Establishing stock levels	415
NIS maintenance program	119
Rescinded Regulations, Notices and Handbooks	15
Establishing retention periods	1,170
Inventorying	474
TOTAL:	2,193

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